



## WELCOME TO BRAEHEAD SCHOOL

This booklet gives information about many aspects of Braehead Primary School. It is intended principally to meet the needs of parents whose children attend the school and also of parents who are in the process of choosing a school. However, everyone and anyone is welcome to a copy of it.

To those parents whose children are coming to the school for the first time, all of us who work at Braehead Primary School extend you a very warm welcome. We are delighted that you have chosen our school and hope that your association with Braehead Primary will be long and happy.

We value the links that are forged between school and home, and we look forward to many years of close co-operation between staff, parents and children. We will do all that we can to make every child feel happy and secure in the school environment, and we will do our best to develop each child's full potential.

At the back of the booklet there are leaflets giving information which is updated annually.

You are very welcome to visit the school at any time.

However, if you wish to see a class teacher or the Head Teacher, do please make an appointment.

In this booklet, you will find reference to policy statements by bodies which have a say in how the education system operates in this part of Scotland.

We would welcome receiving your ideas on how this booklet might best be improved in future years.

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## **Aims**

At Braehead Primary we aim to ensure -

1. Children are nurtured and safe by
  - a) Providing a secure, happy and stimulating environment which promotes successful learners, confident individuals, responsible citizens and effective contributors.
  
2. Children are achieving by
  - a) Developing a relevant and challenging curriculum for all using a wide range of learning and teaching strategies.
  - b) Raising and maintaining levels of attainment.
  - c) Fostering an ethos of achievement which values effort and celebrates success.
  
3. Children are respected and responsible by
  - a) Encouraging high standards of discipline and attendance to allow every pupil to reach their full potential.
  - b) Developing effective links with parents and the wider community.
  
4. Children are included by
  - a) Promoting an understanding of and respect for others irrespective of ethnic, cultural and religious background.
  
5. Children are healthy and active by
  - a) Encouraging, developing and implementing physical activity and a healthy lifestyle.

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## **Plan of the Layout of the school**

## Associated Schools Group

Pupils from Braehead Primary School normally progress to Bridge of Don Academy. Braehead Primary belongs to, and is represented on, an Associated School Group known as Bridge of Don ASG which consists of: Bridge of Don Academy, Braehead, Balmedie and Scotstown Primaries.

The ASG identifies and establishes shared approaches with a view to ensuring continuity of education for children attending schools within the group.

## Address of Education Authority

Braehead Primary is in Aberdeen City. The Education Department's address is:

Aberdeen City Council  
Education, Culture & Sport  
Business Hub 13  
Second Floor North  
Marischal College  
Broad Street  
Aberdeen

Our Director of Education, Culture & Sport is *Gayle Gorman*, Business Hub 12, Level 2 West, Marischal College, Broad Street, Aberdeen.

## Learning and Teaching at Braehead

We aim to engage our children in learning, promote achievement and provide them with the knowledge and skills that they need for learning, life and work.

We believe that learners learn best when.

- They understand clearly what they are trying to learn, and what is expected of them
- They are given feedback about the quality of their work and what they can do to make it better
- They are given advice about how to make improvements
- They are fully involved in deciding what needs to be done next and who can give them help if they need it

## Curriculum Area

Our curriculum is based on local and national guidance covering key subject areas. We provide a broad, balanced set of experiences for each learner designed around the curriculum areas of:

- Languages - Literacy & English and Modern Languages
- Mathematics - Numeracy
- Health & Wellbeing
- Social Studies
- Sciences
- Expressive Arts
- Religious and Moral Education
- Technologies

## Curriculum for Excellence

Curriculum for Excellence has been implemented across Scotland for all 3-18 year olds - wherever they learn. Its purpose is to improve our children's life chances, to nurture successful learners, confident individuals, effective contributors and responsible citizens, with the child or young person at the centre of the learning.

Curriculum for Excellence develops skills for learning, life and work to help young people go on to further study, secure work and enjoy life and leisure. It makes learning relevant and helps young people apply lessons to their life beyond the classroom. It links knowledge in one subject area to another, helping children and young people understand the world and make connections. It develops skills so that children can think for themselves, make sound judgements, challenge, enquire and find solutions. Every child is entitled to a broad and deep general education, whatever their level and ability. All staff will be responsible for literacy and numeracy - the language and numbers skills that unlock other subjects and are vital to everyday life.

## Inter-Disciplinary Learning

Inter-disciplinary learning makes connections and is meaningful. Our curriculum includes space for learning beyond subject boundaries, so that learners can make connections between different areas of learning.

Inter-disciplinary study can also take advantage of opportunities to plan and work with partners, multi-disciplinary agencies and the wider community who are able to offer and support enriched learning experiences and opportunities for our pupils.

Developing this approach will enable our children to build skills in transferring their learning to new situations and support them to:

- Become skilled in flexible thinking
- Apply concepts across subject areas and to life beyond school
- Adopt multiple points of view in problem solving
- Select which skills and knowledge are required in unfamiliar situations
- Develop organisational skills, creativity, teamwork and the ability to apply learning in new and challenging contexts

There are considerable inter-relationships between subjects and this is reflected in our planning, teaching and assessment.

We are committed to ensuring that our children are provided with:

- A coherent learning experience
- Experiences in health and well-being
- Cultural experiences
- Environmental experiences
- Vocational experiences
- Creative and enterprising experiences

## Curriculum Levels

Level	Stage
Early	Pre School and P1
First	To the end of P4, but earlier for some children
Second	To the end of P7, but earlier for some children



## Play and Active Learning

Play based curriculum is now widely considered to be the most appropriate approach for the development of young children's learning.

Our pupils learn and develop friendships very naturally through play.

Play at Braehead brings about a wealth of opportunities for children to develop their language, creativity and co-ordination skills. These all contribute to healthy growth and development, knowledge and understanding and capacity to learn.

Through play, they can learn scientific concepts, such as what plants need to grow; mathematical concepts, for example, fitting blocks together to build a tower; literacy skills, such as looking for signs outdoors; technology skills, including scanning their artwork.

In this way, our pupils learn how to:

- Work in partnership with others
- Express themselves
- Build their independence
- Make sense of their experiences
- Manipulate materials
- Test out new knowledge
- Develop new skills
- Make choices and decisions
- Solve problems...and lots more

## Language/Literacy

We recognise that literacy is at the heart of children's learning. Literacy permeates all areas of life both in and out of school.

Literacy enables children to communicate with others effectively for a variety of purposes. Competence in literacy is central to children's intellectual, emotional and social development and has an essential role in all areas of the curriculum.

The four main areas of literacy are:

**LISTENING, TALKING, READING and WRITING.**

Children will be encouraged to develop skills in these areas in a variety of ways. For example by:

- Talking with confidence and clarity
- Listening attentively to others

- Reading with enthusiasm and understanding
- Writing fluently, accurately, legibly and creatively.

## Modern European Languages

Presently French is taught at Braehead. Modern language teaching usually starts in Primary 6.

## Mathematics and Numeracy

At Braehead pupils develop mathematical skills through practical activities, computation, problem solving, and the use of computers and calculators.

Work in other areas of the curriculum also provides many opportunities for pupils to use their mathematical skills in practical ways for example when recording measurements in science experiments, or creating graphs and charts during social studies.

The three components of mathematics on which planning is based are as follows:

### NUMBER, MONEY and MEASUREMENT

Children learn to add, subtract, multiply and divide as well as to work with time, length, weight, area and volume. All pupils undertake mental maths activities on a weekly basis as accurate recall of basic number facts are essential for good progress.

### SHAPE, POSITION and MOVEMENT

Children learn about the properties of two and three-dimensional shapes and to understand and use position and movement through computers and programmable toys.

### INFORMATION HANDLING

Children learn to gather, organise, display and interpret information using graphs, pie charts and databases.



## Problem Solving

Mathematics is viewed as a problem solving activity. At Braehead, pupils will be challenged to think about what they are doing, to question and to explain. The process enables them to explore a problem, interpret it, and decide how to proceed, reason logically and come to conclusions. Children will be given regular opportunities to explain their approach to classmates. Problem solving enables pupils to apply knowledge learned in different contexts and situations and develop perseverance.

## Calculators

Practical activities are encouraged throughout the school so that understanding of the steps involved, together with the underlying mathematical concepts are developed. Calculators are useful when working with large numbers or a variety of processes. However, the use of the calculator will not replace the pupil's understanding in addition, subtraction, multiplication and division.

## Social Studies

Children are provided with experiences, which allow them to develop knowledge and understanding of the environment and develop positive attitudes to it. We try to give them skills, which will enable them to interact effectively with their environment. The environment is an invaluable resource in educating our pupils. The approach commonly used in Braehead is to embed social studies within a theme, providing a context within which positive learning can take place, see page 8 - Inter Disciplinary Learning. The selection of themes will seek to achieve, over a period of time, a variety that ensures the children will experience studies based on Science, Technologies, Health and Well Being and Social Subjects.

## Technologies

Computers play a large part in the continuing education of our pupils in all aspects of the curriculum. Computers are used throughout the school.

The emphasis on computer development is in the following fields.

- Word processing
- Programme and Control Technology
- Information handling (Databases/Spreadsheets)

A wide range of resources is available at all stages to allow children to become computer literate.

## Enterprise

Enterprise in education seeks to promote positive attitudes in young people so that they have a better chance of achieving their full potential. Contact with local industry is an important feature of enterprise. At Braehead, we try to promote partnership with local businesses and multi-national concerns.

## Expressive Arts

Expressive arts is an area of the curriculum which develops pupils' sensitivity to many aspects of everyday living and prepares them for a very wide range of stimulating and challenging activities.

Expressive Arts comprises the following components.

## Art and Design

Art and Design activities enrich the lives of our pupils by contributing to their intellectual, emotional and cultural development through using visual media.

Through Art and Design pupils develop their capacity to invent, create and interpret images and objects; design, make and evaluate, and gain insight into technological processes. Pupils have opportunities to use materials, techniques, skills and media, and to express ideas, thoughts, feelings and solutions. They are encouraged to appreciate and value not only their own work, but also the work of artists and designers, and to be aware of the influence of the visual arts and design upon their own lives and on the community.

## Drama

Drama provides an opportunity for enriching an on-going study in the classroom. It creates a unique context for learning. Drama sessions also provide an opportunity for the pupils to experience feelings, assume responsibilities, accept group decisions, solve problems and work together co-operatively.

Pupils are encouraged to expand their understanding of life experiences, to reflect on a particular circumstance and to make sense out of their world in a deeper way. These aims are achieved progressively through a variety of ways such as using movement and mime, role-play and improvisation.



## Music

From Nursery onwards all our children are encouraged to sing confidently and enthusiastically with expression. We introduce music notation, tuned and untuned percussion in the early stages. Through investigating, exploring, creating and inventing, the children develop their skills.

Opportunities for musical production and performances exist. The children enjoy listening to a wide variety of music styles and are taught songs and a variety of dances.

## Instrumental Tuition

There is provision for instrumental tuition for pupils in school. The local authority provides instruments but pupils who wish to play the piano must have access to one at home.

Parents are advised, however, that instrumental tutors are few and their allocation of time at each school is short. Accordingly, children are tested for aptitude (a standard that is used throughout the Authority) and this result, together with other criteria, determine the choice that is made.

Instruments currently on offer are woodwind, brass, percussion and violin. Parents whose children are nominated for a vacancy for tuition will be informed by the school in order that they may decide whether or not to accept.

## Health and Well-Being

Great emphasis is placed on the health, welfare and safety of the children who are encouraged to care for themselves, their families, peers and the environment. Pupils should have the understanding and knowledge that health is concerned with quality of life and reflects physical, mental and social well-being.

The curriculum promotes ways of keeping healthy and provides opportunities to examine growth and change. Children are made aware of the importance of keeping themselves healthy with emphasis on personal care, hygiene, diet and exercise. Staff also tackle sensitive matters such as sex education, alcohol and drug related issues. Braehead is a health promoting school and is currently developing the National Tooth Brushing Scheme, healthy eating and sports/exercise throughout the school.

## Physical Education

The PE programme is designed to promote physical, social and cognitive development through a wide variety of activities and experiences.

Emphasis is placed on being able to move competently, with confidence and enjoyment and there are opportunities for children to work creatively and co-operatively with other children.

Children are also encouraged to develop their observation and analysis skills. By reflecting on their own work and that of others, they are able to form judgements about what a good performance looks like and how performance may also be improved.

Embedded within the PE programme is a focus on health and fitness. Pupils explore not only the benefits and effects of physical exercise but are also encouraged to be active and enjoy taking part in physical activity whenever they can. It is hoped that the PE programme provides a genuine, enjoyable pathway towards lifelong participation in physical activity.

## Active Schools

Active Schools is a term given to all schools in Scotland that provides pupils with sufficient opportunities to get active to the extent that it makes a positive contribution to their health.

The Active Schools Aberdeen Team are responsible for putting in place and driving forward a range of planned activities in both school and community settings to help encourage children and young people's participation in the physical activity and sport.

There is a local Active Schools Co-ordinator who is responsible for the Bridge Of Don ASG and works closely with Braehead School. To find out more information on Active Schools Aberdeen and activities happening in the local area contact Active Schools on 0845 608 0935, or visit the webpage [www.sportaberdeen.co.uk/activeschools](http://www.sportaberdeen.co.uk/activeschools)

Active Schools - "More children, more active, more often"

## Religious and Moral Education

Braehead is non-denominational and weekly assemblies are attended by staff and pupils. The local Church of Scotland (St Columbas) team lead fortnightly storytelling sessions for P1-3 and fortnightly assemblies for P4-7. We attend Christmas and Easter Services at St. Columbas.

The Church team also do a small weekly storytelling session with our nursery.

Religious and Moral Education is also the responsibility of the class teacher. The experiences and outcomes for pupils are structured within three organisers:

- Christianity
- World Religions
- Development of beliefs and values

Scotland is a nation whose people hold a wide range of beliefs from the many branches of the Christian faith represented throughout the land to the world's other major religions and to beliefs which lie outwith religious traditions.

Religious and moral education enables our pupils to explore the world's major religions and views which are independent of religious belief and to consider the challenges posed by these beliefs and values. It supports them in developing and reflecting upon their values and their capacity for moral judgement.

Through developing awareness and appreciation of the value of each individual in a diverse society, religious and moral education engenders responsible attitudes to other people. This awareness and appreciation will assist in counteracting prejudice and intolerance.

Religious and moral education is a process where our pupils engage in a search for meaning, value and purpose in life. This involves both the exploration of beliefs and values and the study of how such beliefs and values are expressed.

Religious and Moral Education make an important contribution to the personal and social development of the pupils as it deals with moral values held to be important such as honesty, compassion, unselfishness, kindness and thoughtfulness to others. These values are constantly being enacted through all aspects of the life of our school as a community.

Parents whose religious persuasion requires that their children should not participate in services, instructions or festivals may withdraw their children from class attendance during such occasions.

## Assessment

Assessment is an integral part of effective teaching and learning. The processes of assessment for learning, assessment as learning and assessment of learning is important in ensuring that our children enjoy a quality teaching and learning experience.

**Assessment for learning** involves our teachers and/or children engaging in activities that provide information that can be used to modify teaching and improve learning. It is effective when children:

- Understand clearly what they are trying to learn, and what is expected of them.
- Are given timely feedback about the quality of their work and what they can do to make it better.
- Are given advice about how to go about making improvements.
- Are fully involved in deciding what needs to be done next, and who can give them help should they need it.

**Assessment as learning** involves teachers and children and young people in reflecting on their learning and using it to set goals for their subsequent learning. Assessment as learning is supported by self and peer assessment.

**Assessment of learning** involves working with the range of available assessment evidence that will enable dependable judgements to be arrived at about the progress our children are making in their learning.

## Homework

As part of our home/school links pupils will undertake homework tasks related to their work in school. We have a Homework Policy in school.

All homework aims to reinforce work carried out in class:

- to provide an opportunity for children to consolidate skills and knowledge taught in class
- to encourage, from an early age, the good habit of revising new skills and extending knowledge through independent research



- to foster a meaningful and participative link between home and school
- to provide all children with an opportunity to evaluate their learning at home.

## Parent/teacher consultations

It is school policy to hold two private meetings with all parents during the school session. On the first occasion, an early opportunity (October) is taken to exchange information and ask questions. The second consultation follows the transmission of written reports.

Please feel free to contact the school at anytime if you have concerns you wish to discuss.

## Communication between Home and School

We produce a variety of written information for parents: School Newsletters, Class Newsletters, letters & minutes - all of which can also be found on our School Blog: [www.braehead.aberdeen.sch.uk](http://www.braehead.aberdeen.sch.uk),

## Pupil Reports

Staff write a comprehensive report on pupils' progress during the year. The report is usually issued in March. Interviews take place after parents have had an opportunity to read their child's report. A parental response sheet is issued with the reports and parents are invited to comment.

## Support for Pupils

The environment at Braehead has been carefully planned to make access and use of the two storey building possible for children with special needs. The classroom areas are flexible semi open-plan areas. There are toilets and a lift for the disabled or anyone with limited mobility.

Pupil Support Assistants are utilised where appropriate. The school can call upon the expertise of outside agencies, e.g. Education Psychologist, Speech Therapist, Sensory Support Service etc for further advice and assessment.

## Support for Learners

While support for learning is the responsibility of the whole school team, the class teacher is in the best position to recognise when a pupil requires additional support.

Partnership with parents is very important. If a child is identified as having additional support needs parents will be contacted and opportunities provided to meet with staff to discuss progress.

## Pupil Support Assistants

Under the direction of teaching staff, pupil support assistants work with pupils to support learning. They also undertake a range of administrative tasks.

## Links with Parents

The school's links with parents are many and varied, and are greatly valued. Some of the links were created by staff, others are the result of initiatives by parents.

One link is through The Parent Council known at Braehead as the Parent Group. All parents with children at the school automatically become Parent Group members. Some choose to be active members of the Braehead Parent Group. Other adults are welcome to join the Parent Group as Friends of the School. As a member, you are entitled to attend all meetings, to seek a place on the Parent Group Committee, and to help at Parent Group functions. A copy of the Parent Group Constitution is available on request.

Parent Group activities do a great deal to raise extra funds with a view to helping the school achieve its educational objectives. Funds raised are spent in a variety of ways, and in particular on supplying the school with additional equipment from which every child benefits. Parent Group functions are also enjoyable social occasions that give everyone connected with the school a chance to get to know, understand and appreciate each other a bit better.

The Parent Group also acts as a useful channel of two-way communication between the school and parents.

A list of Parent Group office-bearers is displayed on the notice board in the school foyer.

Another link is through the Parent Helper Scheme. Under this scheme, parents are encouraged to come into school and assist in a variety of ways e.g. by cataloguing books for the library, preparing materials such as card for class use, helping with practical work such as cooking and needlework, assisting children with practical maths that involves weighing, pouring etc. Other parents come along and give specialist advice e.g. on how to get the best out of the school's computers.

Parents help with visits. Without you, visits are virtually impossible because of legal requirements on the number of adults required to accompany a group of pupils. Do please help us with visits if you can!

You can feel confident about volunteering to help: We take care never to ask parents to undertake tasks with which we think they would feel uncomfortable.

We can assure you that there are many ways in which parents can help that do not involve teaching pupils. For many jobs that need to be done, the most valuable thing you can offer us is some of your time.

If you do not wish to help with the class in which you have a child as a pupil, we can easily arrange for you to help with some other class or with tasks that do not involve direct contact with particular classes.

The benefits to the school that result from parents coming in on a regular basis and becoming involved in the life and work of the school can hardly be overstated. Some parents also help with out-of-school activities. These activities reflect pupils' interests. Sometimes an activity flourishes only because a caring parent shows a commitment to it. There is a limit to what staff can manage on their own, and help from parents is greatly appreciated. Ideas for new activities are always welcome, especially if a good idea is accompanied by an offer to help set it up and run it.

## Absence from School

### **Absence because of illness**

In all cases of absence through illness please contact the school preferably before 9.00 a.m. If we do not hear from you we will attempt to contact you. For any absence through illness, please send an explanatory note to school with your child when your child returns to school.

If your child's period of illness is likely to be longer than a few days, you may like to discuss with the class teacher whether or not it would be appropriate for a limited amount of work to be sent home.

When your child is ill, please keep your child at home until he or she is fully recovered. If child has had sickness or diarrhoea you must keep your child at home for 48 hours after the last episode.

If you send your child back to school too soon, not only may your child suffer but other pupils in the class may also become infected.

If your child becomes ill whilst at home during the lunch break and you decide to keep your child at home, please phone the school, so that we know what has happened and know that your child is safe.

### **Absence for other reasons**

As a parent, you have a legal duty to send your child to school.

If you need to arrange an out-of-school appointment for your child, you should try to ensure that the appointment is for a time that is outwith school hours, unless the appointment is particularly urgent.

If an out-of-school appointment during the school day is unavoidable, then please arrange for your child to be collected from school by a responsible adult, and notify us (by phone or letter) of the arrangement. Similarly, your child must be accompanied back to school by a responsible adult.

Senior pupils will be allowed to leave school during school hours on their own **only** if the school has received a written request in advance, together with a statement of departure time, destination, and also clear instructions for the pupil.

### **Persistent or prolonged absence**

If a child is absent from school for lengthy periods of time or has been absent without explanation or is persistently late for school, then Aberdeen City Council has adopted a set of procedural guidelines that the school will follow.

This procedure involves the school making contact with the child's home and alerting the welfare officer.

A copy of the full procedure is in the school office, and can be studied on request.

### **Absence for the purpose of taking a holiday**

Schools have a statutory duty to record not only each pupil's level of attendance but also the number of authorised and unauthorised absences from school for each pupil and for the school as a whole.

Parents have a legal duty to send their children to school, and it is an offence for a parent to keep a child away from school without good reason.

Holiday absence is a source of comment and also concern. Clearly, there are occasionally exceptional circumstances in which parents cannot avoid taking their children away on holiday during term time. However, these circumstances are highly exceptional, and, in line with Aberdeen City Council policy, we actively discourage parents from keeping pupils away from school for the purposes of taking a holiday unless there is very good cause.

If you wish to keep your child(ren) away from school for the purposes of taking a family holiday, you will need first to inform the Head Teacher.

If the Head Teacher, having consulted Aberdeen City guidelines, cannot authorise your keeping your child off school, then our child's absence on holiday is liable to be recorded as "unauthorised".

### **School Closure / Emergency Arrangements / Adverse Weather**

Under certain circumstances, it may be necessary to close the school without prior notice having been given.

Normally a Head Teacher would take this action only after consultation with the Aberdeen City Council Education, Culture & Sport, but when a Head Teacher anticipates that children could be put at risk as a result of adverse weather or road conditions, the Head Teacher has total discretion with regard to whether or not to close the school.

When a decision is taken to close the school early, staff will phone or text via Groupcall to parents and ask them either to collect their children or to give permission to let their children walk home or walk to another designated place of safety named by the parent. No child would be allowed to leave the school premises without a member of staff being satisfied that the child had somewhere safe and secure to go to.

In times of bad weather, local radio stations normally give details of schools that either will not open or will be closing. We will notify parents by a text via Groupcall if possible. It is rare for weather to be so bad as to force Braehead Primary to close early.

Each parent has the schools information line number and the school's PIN.

If, for any reason, Braehead Primary School has to be evacuated very quickly, we have an arrangement with Bridge of Don Academy to take our pupils there. You would then be contacted, and the emergency procedures set out above would apply.

### **Other Links between the School and the Community**

We are in regular contact with the local branch of the **City Library**, and we take groups of pupils to visit. Many pupils are themselves library members, and several staff are regular users.

We have close ties with **Bridge of Don Academy** and are invited to use their facilities when appropriate. Bridge of Don Academy also sends some of its senior pupils to us as part of their work experience programme.

We use the local **Alexander Collie Sports Centre**. We take pupils there to look at the facilities and to experience some of the activities that are designed to improve personal fitness. Some of our pupils take part in the sports centre's indoor athletics

programme. We also encourage our pupils to take part in out-of-school-hours courses offered at the centre e.g. in netball and badminton.

We have a link with **St Columbia's Church**, which is part of the Church of Scotland and are mutually supportive of each others projects. However, we are free to make links with other churches as and when required.

We make extensive use of members of the **local business community**, who show us a great deal of patience and goodwill when we use them and their expertise to support our teaching and learning, particularly in relation to project work.

We visit the **Aberdeen Conference and Exhibition Centre** whenever it hosts exhibitions and displays with educational themes that are of particular interest and relevance to our pupils.

We are lucky to have access to a Police Liaison Officer, who visits the school and talks about community matters as diverse as drugs, vandalism, stranger danger, and the work of the police force.



We play our part in helping to train new recruits to teaching. From time to time, trainee teachers from **Aberdeen University Faculty of Education** are placed in the school in order to observe a primary school at work and also to have an opportunity to do some teaching under careful supervision.

We have a link with **Aberdeen College**, through which we assist in the training of Nursery Nurses. They are placed in the school nursery on a part-time basis for a period of six months where they gain experience of the role and responsibility of a Nursery Nurse.

We also provide placements for students on the P.S.A. Course.

We enjoy allowing pupils from various city Academies to come to us for work experience if they show an interest in teaching as a career.

## Transport to and from school

Most of our pupils live within walking distance of the school. There is a school crossing on Balgownie Road, just north of where Balgownie Drive joins Balgownie Road and a zebra crossing at Braehead Way.

If you bring your child to school by car, please use the drop off zone but please do not park your car here as it is a pickup and drop off zone. There are plenty of car park spaces in the school parking zone.

There are not any school buses for the use of pupils attending the school.

Details of local bus services which may be suitable are available from First Bus.

Very few of our pupils cycle to school but those who do can secure their bicycles in the playground in the cycle racks provided at the **back** of the school. Whilst on school premises, bicycles are **NOT** insured against loss or damage, unless you have taken out insurance that offers this cover. Understandably, we do not encourage younger pupils to come to school on bicycles. If pupils do wish to cycle to school, they should wear appropriate safety equipment e.g. cycling helmet.

## School Bursaries

Under certain circumstances, financial support may be available for particular educational purposes. There are a number of avenues for the school to explore in relation to any particular request for help.

All of the support schemes involve the parent in filling in a form and declaring their financial circumstances. Advice and support in making applications is available from the Head Teacher, in complete confidence.

## Communications

We let parents know what is taking place at school in several ways.

All general information goes home in newsletters, which are compiled as and when the need arises.

We use 'Groupcall' to inform Parents of events and issues.

The Parent Group also sends out communications to parents, as and when required. Information is also posted regularly on our School Blog and our Braehead Primary School Parent Group Facebook Page.

## Braehead Breakfast and After School Club

Braehead After School Club provides a valuable after-school care and support service for parents with children of primary school age.

It is a privately run concern and meets in Braehead Primary School, and pupils who attend Braehead Primary School have priority in the allocation of places available at the club.

Children aged four and a half can attend if they are at primary school and we can provide for up to fourteen year olds, but we don't provide transport to and from Academies.

The club operates daily during term time.

During term time it opens at 3.15 p.m. and closes at 5.45pm; so a session is a maximum of three hours. Breakfast Club opens at 7.30 a.m. and caters for children attending Braehead, Glashieburn, Greenbrae and Scotstown School.

The cost is the same for every child, irrespective of the length of time for which a child attends a session. The price includes provision of a snack and juice. There is a slight increase if child does not attend Braehead - 50p pick up charge.

The cost covers proper supervision of suitable activities, both indoor and outdoor.

Please note that a parent needs to give written permission before a child at the club can take part in outdoor activities.

The club is run by experienced staff who are officially approved.

For an additional fee per session, an escort service to the club is normally available daily from the following primary schools: Glashieburn, Greenbrae, Scotstown.

Braehead After School Club is also open on school in-service days and for lengthy periods during the school holidays.

On in-service days, and during holiday periods, the opening times are normally 8.00am to 5.45 pm.

For these holiday sessions, there is a daily rate for one child from a family, and a lower daily rate for every other child from that same family. Current rates are given in the sheet enclosed with the enrolment pack.

On in-service days, and during holiday periods, the opening times are normally 8.00 a.m. to 5.45 p.m.



To make the most of what the club offers, children need to come along appropriately dressed and equipped. This includes warm and waterproof clothing as well as footwear suitable for use in the school's games hall - no black soles please, as they mark the floor.

Further information is available from the club co-ordinator.

Places are limited and are in great demand.

## Health and Safety

### **Accidents**

There will be occasions when some children fall or otherwise hurt themselves whilst in the school playground or the school building.

Even though we take every reasonable precaution we can to eliminate accidents by trying to identify and remove their likely cause, all parents know that some incidents and accidents will still occur.

In cases of minor cuts, grazes and bruises we attend to these at school. If we suspect that an injury is more serious, we contact one or other of the child's parents.

It is therefore vital that we have correct contact telephone numbers, preferably for both parents. Please make sure that you inform us immediately of any changes in your contact address(es) and telephone number(s).

We also require an emergency telephone number of a nominated adult relative, friend or neighbour who is likely to be available if we are unable to make contact with parents.

If we are unable to make contact with any responsible adult whose name has been given to us, we will take all necessary action ourselves. This may involve taking a child to the Casualty Department of a hospital. Whenever an incident happens in school which results in significant injury, we keep a careful note of the event.

Please note that Aberdeen City Council does not accept liability for accidents on school premises, unless negligence can be proved (*see the section on Insurance page 28*).

Please also note that insurance cover is NOT provided for children whilst on school premises. If you wish to have your children covered for insurance against injury whilst on school premises, you will need to arrange such insurance yourself. (*see Insurance*).

## Domestic Pets

It is against Aberdeen City Council policy to keep any animals in school, or to allow the children to bring in their own pets for any reason. We do have visits from various animal centres and some pets with adult supervision following a mutual agreement about Health and Safety issues.



## Health

The nurse and the school doctor each visit the school regularly as a matter of routine. All children in Primary 1 receive a medical check. The doctor will also check any child who appears to have a health problem.

School staff do not see pupils' medical records and so are unaware of children's medical condition unless it is brought to their attention.

If your child has a medical condition which you feel teachers need to know about (because, for example, it is likely to affect your child in school), then please contact the school directly.

Hearing and sight are tested several times during a child's time in primary school. If there are any problems with your child, you will be notified.

Please note that as a general rule, based on professional advice, staff only administer essential medicines to children. Please discuss with the Head Teacher or class teacher how your child's medication needs and requirements are to be met.

Our school Health Visitor acts as a valuable link between home and school.

## Child Protection

Schools are required to report any issues of suspected child abuse. Each school now has a Designated Officer appointed to be responsible for Child Protection matters and are specially trained for this task. Should you wish to talk further about Child Protection and the safety of children please feel free to contact the Head Teacher. Where there is a possibility that a child could be at risk of abuse or neglect, the school is required to refer to Social Work, the Police or the Children's Reporter and under these circumstances, the parent would not normally be consulted first.

## Head Lice

Like many other schools, we occasionally find that some of our pupils are infected with head lice.

Medical evidence indicates that few children pick up the infection at school. So, if a child is found to have head lice we do not normally send that child home.

However, we do always notify the family concerned and we request that the whole family immediately seeks thorough treatment. We also alert (by letter) the parents of all children who are in the class in which the case of head lice has occurred. We do not reveal the identity of the child who is suffering from the head lice infection.

Head lice actually prefer to live in clean hair. It is therefore important that you check your children regularly even though their personal hygiene is of a high standard.

Grampian Health Board has adopted policies and practices designed to eliminate head lice infections from the whole of this part of Scotland. A copy of the Health Board's policy statement is available in the school office.

## Dental Care

The school dentist examines every child's teeth from time to time. If your child's teeth need attention, you will be notified and the options available will be explained.

### **Address of the school's Medical Centre**

Bridge of Don Health Clinic  
Cairnfold Road  
Bridge of Don  
ABERDEEN AB22 8LD  
Tel. (01224) 825712

## Insurance

The following statement from Aberdeen City Council, sets out the position with regard to insurance.

*"No insurance cover is held by the Council to provide automatic cover in the event of personal accident or death.*

*It is your responsibility as a parent to insure your child for personal accident or death if you feel this is appropriate.*

*The Council does hold third party liability insurance which indemnifies the Council for claims from third parties (e.g. parents of pupils) who have suffered injury, illness, loss or damage arising from the negligence of the Council or its employees.*

*However, if there is no negligence, no claim would be accepted by the Council."*

## Clothing Allowance

A clothing allowance is available for families on low income. An application form is available from the school office. Please check to see if you are eligible. As usual, it will be in strictest confidence.

## School Uniform

Many parents are pleased to be relieved of the pressure of trying to keep up with expensive fashion trends. We encourage all pupils to wear school uniform, and we value your co-operation in ensuring that children wear school uniform at school.



The full uniform is:

Girls	Boys
<i>Grey/navy skirt or Pinafore</i>	<i>grey/navy trousers</i>
<i>White blouse or Braehead polo shirt</i>	<i>white shirt or Braehead polo shirt</i>
<i>Braehead Sweatshirt Braehead Fleece</i>	<i>Braehead Sweatshirt Braehead Fleece</i>

Listed below are the items of uniform that are sold from the school office. Our Sweatshirts / Cardigans/Fleeces/Jackets are in Bright Red with our School Logo on them.

Sweatshirts - £9.50

Sizes	Age	3 / 4	5 / 6	7 / 8	9 / 10	11 / 12	XSmall
		22/24"	26/28"	30"	32"	34"	

Sweatshirts (Adults) - £11.50

Size	Small	Medium	Large
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Cardigans - £10.50

Sizes	Age	3 / 4	5 / 6	7 / 8	9 / 10	11 / 12	XSmall
		22/24"	26/28"	30"	32"	34"	

Cardigans(Adults) - £12.50

Size	Small	Medium	Large
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White Polo tipped with Red Stripe T'shirts - £8.50

Sizes	Age	3 / 4	5 / 6	7 / 8	9 / 10	11 / 12
		22/24"	26/28"	30"	32"	34"

White Polo tipped with Red Stripe T'shirts (Adults) - £10.00

Size	Small	Medium	Large
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Red Fleece - Fully Zipped - £15.00

Sizes	Age	3 / 4	5 / 6	7 / 8	9 / 10	11 / 12	XSmall
		22/24"	26/28"	30"	32"	34"	

Red Fleece - Fully Zipped - £18.50

Size	Small	Medium	Large
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### Red Reversible Jacket (Navy Fleece Inside) - £18.50

Sizes	Age	3 / 4	5 / 6	7 / 8	9 / 10	11 / 12 XSmall
		22/24"	26/28"	30"	32"	34"

### Red Reversible Jacket (Navy Fleece Inside) - £23.00

Size	Small	Medium	Large
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## Braehead Homework Bag

A Braehead Homework bag can be bought from the office. It is specially designed for carrying reading books and any other books or materials that need to be taken home. Light and strong, the bag is a great help in making valuable resources look smart for longer as well as extending their useful life. Do consider buying a bag! These can be purchased from the school office at anytime - cost £5.50.

## PE Kit

PE kit consists of shorts (or gym skirt) and tee shirt, plus a change of socks. Tights are not to be worn. To avoid the danger of catching or snagging on equipment, gym shoes or trainers should not be too bulky. They should not have black or dark soles, as these can mark the floor. It's useful to put the P.E. kit into school on a Monday morning and your child can take it home on a Friday afternoon to be laundered. We discourage the wearing of football tops

We prefer younger children in particular to wear elasticated footwear - this saves time and the danger of unfastened laces is avoided.

It is helpful for pupils to have a draw-string bag in which to put their PE kit. Jewellery will require to be removed or taped over for Health & Safety reasons.

## Appropriate clothing for Art lessons

For art and craft lessons, pupils need a protective garment. A largish old shirt or a painting smock is ideal. This protective garment should be kept in school at all times.

## Lost Property

Pupils regularly mislay articles of clothing. It is **essential** that all items of clothing are clearly marked with the child's name so that they can readily be returned to their rightful owner.

It is also important to put names on items such as school bags and pencil cases.

## School Meals

School meals are available every day. We have our own school kitchen and dining room. All hot food is cooked on the premises. Each day there is a choice of main courses and desserts. Fresh fruit and yoghurt are always available as an alternative dessert.

Careful and considerate provision is made for children with special dietary needs on request. Advance notice is required.

We are a Health Promoting School and always provide healthy choices. Menus are available on our Parent Notice Board and Aberdeen City Council Website.

Whenever pupils go out of school over the lunch interval on official school visits, packed lunches are made available but notice is required.



Meal tickets are available daily - Single Ticket £2.10 or a Book of 10 Tickets £21.00 (prices as at June 2013). Cheques should be made payable to **Aberdeen City Council** and tickets can be purchased between 8.45 - 9 a.m. directly from the School Cook. Please enter the dining hall from the rear of the school should you require to purchase tickets.

Meals are available free of charge, under the terms of the free school meal scheme. Advice on eligibility for free school meals is available from the school administrator (mornings only). Parents or guardians who are entitled to claim free meals for their children should obtain the appropriate form from the school office (mornings only).

Our policy is to encourage children who stay at school over lunch to take a school meal, which is prepared with the children's dietary needs very much in mind. However, if you prefer, your child may bring a packed lunch. Please note that packed lunches are to be eaten in school under supervision.

The Pupil Support Assistants and Senior Staff supervise the eating of meals in the dining room.

## School Hours

Nursery (am session)	9.00 - 11.30
(pm session)	12.45 - 3.15
New Nursery times from August 2014	8.40 - 11.50
	12.30 - 3.40
Infant & Senior Classes (P1-P7)	9.00 - 12.15
	1.15 - 3.15
Morning Break (for all school pupils)	10.30-10.45

## Procedure for Enrolment

### Nursery

In January and February each year, parents of three year olds and four year olds will be invited to enrol their children in nursery classes/school for the following school session. Parents of children who are enrolling for their pre-school and ante-pre school year will be informed if they have a place in our Nursery by mid-April. Parents will be notified by induction days and starting dates for nursery children in June.

### Primary

All children who will reach the age of 5 years before the beginning of the school year (in August) should be enrolled in time to attend primary school from August.

Pupils who will begin in Primary 1 in August normally enrol in the January of that same year. You will need to take your child's birth certificate and also a utility bill with your name and address on it as proof of residence.

For the first three weeks. P1 pupils will come to school only for half-days which means "mornings only".

All P1s will be in full time by the end of the 3<sup>rd</sup> week back in term one.

If you have children whom you wish to enrol for classes other than P1, you may enrol them at any time. Simply phone the school, inform the school that you wish to enrol your child and fix a time to come to the school to complete the formalities.



## Fire Drill

Fire Drill notices are displayed in prominent positions throughout the school. Staff are familiar with the procedure and so are pupils. We hold a fire drill at least once every term.

Notices are also in place, pointing out the location of fire alarms, fire extinguishers, emergency exits and telephones.



## Security System

Please note that the school has a security system and all doors are alarmed. Your child must enter by the rear doors in the morning and lunchtime, but if he/she is late for any reason they must come to the main entrance, which is also alarmed. The same will apply if you are late for nursery. You will be admitted at the front door. Please be patient if you come to the front door and press the bell for assistance

If the office is unattended please ring for assistance.

# Staff

## Teaching Staff

Head Teacher	Mrs Diane Duncan
Depute Head Teacher	Ms Paula Baxter
P1	Miss Lorna McLean
P1/2	Miss Wendy Grainger
P2	Miss Sally Michie
P3	Mrs Susan Clyne
P4	Mrs Lesley Gardner
P5	Mrs Carol Walker
P6	Mrs Kerry McNulty
P7	Mr Andrew Taylor

## Nursery Staff

Nursery Teacher	Mrs Gillian Low
Nursery Nurse	Mrs Jenni Murray
Nursery Nurse	Miss Lynsey Young

## Visiting Specialist

P.E.	Miss Brigitte Legge (on maternity leave)
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## Administration Staff

School Administrator	Mrs Alison Edwards
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## Pupil Support Assistants

Mrs Morag Bain	Mrs Linda Keith
Mrs Wilma Elrick	Mrs Fiona Taylor
Mrs Betty Mitchell	Mrs Susan Rae
Miss Audrey Gunn	
Mrs Wendy Haggart	

## Kitchen Staff

## Janitor

Mr Alan Walker
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## Other Visiting Staff

Speech Therapist	Mrs Charlotte Rait
School Nurse	Mrs Claire Millar
School Doctor	Dr Alison Gillespie
Educational Psychologist	Mrs Melissa Whiston
School Chaplain	Rev Louis Kinsey

## After School Club

Manager

Mrs Lynda Whyte Tel No 258180

## School Clubs and Societies

Our Football Teams are organized by the following parents - Mr Colin Johnston and Mr Rob Smith. Our P4-5 squad train on a Thursday evening (6.30 - 7.30 p.m.) at Braehead School. Our P6-7 squad train on a Friday evening (5.30 - 6.30 p.m.) at Bridge of Don Academy - Games Hall.

Our Netball Team P6 - 7 train on a Thursday Evenings 3.30 - 4.30 p.m. (Parent Coach - Mrs Julie Davidson)

## The Guide Movement

### Rainbows & Brownies

This is for girls aged between 5 and 7. There are two Packs of Brownies & Rainbows at Scotstown School. It provides a gentle yet lively introduction to the Guide movement, and they meet on a Tuesday and Wednesday evening - Rainbows 6.00 - 7.00 p.m. and Brownies 6.00 - 8.00 p.m.

## Braehead School Parent Group

We have an active Parent Group which meets twice a term. They work hard to raise money for the educational benefit of each child in school and nursery. Every year there is a staff member representative in the Group. The Head Teacher is a non-voting member and is there in an advisory capacity.

## Copyright

Copyright law is complex. Some things are clear, however, breach of copyright is a serious offence and breaches of copyright are taken seriously by copyright owners and by the courts.

The following advice, supplied by Grampian Region, and adopted by Aberdeen City Council, is offered to you in your own interests.

"Books borrowed from school or college libraries may NOT be copied by outside bodies e.g. commercial copy shops, without the written permission of the publishers of the book.

In conjunction with rights owners, the Copyright Licensing Agency (CLA) is taking legal action against copy shops that are found to be illegally copying from books for students".